

**FIRE FACT NO. 028 CHECKLIST(s) : 06C, 06E, 06R**

**TITLE : FIRE DRILL RECORDS**

**CHECKLIST ITEM(s) : 06C-09; 06E-04, 05, 06, 07, 08; 06R-01, 02**

**REFERENCE(s) : K.A.R. 22-18-2 (a) ; 91-101/31-3.1.3 ; 91-101/31-7.1, 7.2, 7.3**

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The purpose of a fire drill is to practice the swift removal of all building occupants to a safe area outside the building. This drill record should be used by businesses, child care facilities, and residential board and care facilities.

### **Before the Drill:**

- All exits are to be unlocked and unobstructed whenever the building is occupied.
- Assign staff specific responsibilities for notification and evacuation of the building.
- Designate a safe evacuation area at least 50 feet from the building. This area should be safe from the dangers of fire, fire department operations and equipment, and from falling debris or explosions.
- Emergency plans shall have a minimum of two evacuation routes. During fire drills, the secondary evacuation routes should occasionally be used.

### **Conducting the Fire Drill:**

- Drills shall be initiated by use of the fire alarm or detection system components. They shall be unannounced to simulate an actual fire and shall be conducted at different times of the day and during different activities.
- After the alarm has sounded, all occupants should proceed to the nearest exit as quickly as possible. The staff shall account for all occupants after reaching the safe area.
- Mobility-impaired occupants or staff may be moved to approved areas of refuge with staff in attendance until a real emergency is determined and evacuation is necessary.
- Restrooms and other possible occupied areas must be checked by sight and voice.
- Any fire alarm equipment found inoperable during drills shall be repaired immediately.

### **Documenting the Drill:**

- Fill in the boxes at the top of the Fire Drill Record with Building Name, Address, City, Telephone and FAX numbers. Fill in the Year or Year(s) the drills will be occurring. Fill in Responsible Party Name and Title.
- After the drill, the responsible party shall record the date, time of drill, evacuation time, and the number of **actual** occupants evacuated for each drill conducted.
- If the facility is delinquent on drills, inspectors may request a drill at the time of the inspection. Fire safety inspectors will be spot checking the previous years drill records to verify correctness and completeness as they inspect your facility.



## Kansas State Fire Marshal's Office – Official Fire Drill Record

Facility Name:	Year(s) of drills:
Address:	Responsible Party Name and Title:
City, State, Zip:	License # :
Phone # :	FAX # :

# FIRE DRILL RECORD

MONTH	DATE OF DRILL	TIME OF DAY	TIME FOR EVACUATION	NUMBER OF OCCUPANTS	RESPONSIBLE PARTY NAME
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

### POST IN A CONSPICUOUS LOCATION

When ALL REQUIRED DRILLS have been conducted, maintain the original or copy of the drill record IN YOUR FILES ONLY, for a period not less than 5 years for future reference and verification by the Kansas State Fire Marshal.